



City of Bothell

DEVELOPMENT SERVICES

BUILDING • COMMUNITY RISK REDUCTION • ENGINEERING • PLANNING • PERMIT SERVICES • TRANSPORTATION

Submit this completed form at City Hall, or use www.MyBuildingPermit.com to submit your application online.

SINGLE FAMILY BUILDING PERMIT FOR DECKS

3a

This intake checklist identifies minimum application elements necessary for the City of Bothell to accept the application. Should any of the following minimum items not be provided, the application will not be accepted at the counter. Acceptance of an application deems the application complete.

Applicant: Check each box under the Applicant heading on this checklist to confirm items are included in your submittal. A Permit Technician will check off each box under Staff when the item is confirmed to be included in the submittal package. *If you think an item is not applicable to your project, you must contact the appropriate department prior to your intake appointment to have the items initialed as not required.*

For paper submittals: Two (2) complete construction plan sets (all drawn to scale, construction plans are to be drawn to 1/8 inch = one foot, minimum) and five (5) site plans showing the following are required.

Development Services permit application per BMC 11.06.002

An application shall consist of all materials required by the applicable development regulations for the specific permit(s) sought, and shall include the following general information:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> A completed Permit Application form | <input type="checkbox"/> |
| <input type="checkbox"/> A property and/or legal description of the site for all applications, as required by the applicable development regulations. | <input type="checkbox"/> |
| <input type="checkbox"/> The applicable fee (Plan check fee) | <input type="checkbox"/> |

Requirements for a complete application:

Site Plan:

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> Minimum 8 1/2" X 11" size paper at a scale of 20' equals 1" showing the proposed structure in plan view indicating: | <input type="checkbox"/> |
| <input type="checkbox"/> Title block indicating name, address, phone number of applicant and owner, and property (site) address (contact Development Services for address verification or applications for new addresses prior to intake appointment); | <input type="checkbox"/> |
| <input type="checkbox"/> Legal description (Subdivision/Lot #) and assessors parcel number | <input type="checkbox"/> |
| <input type="checkbox"/> North arrow | <input type="checkbox"/> |
| <input type="checkbox"/> Drawing scale | <input type="checkbox"/> |
| <input type="checkbox"/> Property lines..... | <input type="checkbox"/> |
| <input type="checkbox"/> All present improvements on property..... | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed streets surrounding the property..... | <input type="checkbox"/> |

- Site plan requirements continued next page -

Requirements for a complete application (continued):

Site Plan:

- | Applicant | Staff |
|--|--------------------------|
| <input type="checkbox"/> Existing and proposed contours (2 foot increments where <15% slope, 5 foot increments where the slope is 15% or greater) | <input type="checkbox"/> |
| <input type="checkbox"/> Location of existing and/or proposed easements | <input type="checkbox"/> |
| <input type="checkbox"/> Existing and proposed on-site sewer, water, and storm drain lines | <input type="checkbox"/> |
| <input type="checkbox"/> Distances from the proposed structures to property lines and other buildings on the site | <input type="checkbox"/> |
| <input type="checkbox"/> If present, environmentally sensitive areas on site, adjacent to, or within 200 feet (such as wetlands, steep slopes, top and toe of slope, rivers, streams, etc.) | <input type="checkbox"/> |
| <input type="checkbox"/> If present, any surface waters within 200 feet of property | <input type="checkbox"/> |
| <input type="checkbox"/> Square footage of site _____ | <input type="checkbox"/> |
| <input type="checkbox"/> Indicate building coverage calculation per BMC 12.14.140(A). Note this includes portion of lot covered by the principal building and any accessory buildings, including all projections except eaves. Uncovered decks are exempt from this total. | <input type="checkbox"/> |
| <input type="checkbox"/> Indicate hard surface calculation per BMC 12.14.140(B). Note this includes, but is not limited to, roof tops, walkways, patios, decks, gravel-covered areas. See impervious surface definition in BMC 11.02.010 "I". | <input type="checkbox"/> |

Construction Plan Requirements:

- | Applicant | Staff |
|---|--------------------------|
| <input type="checkbox"/> Building Elevations | <input type="checkbox"/> |
| <input type="checkbox"/> Footings, beam, girders, columns and post sizes | <input type="checkbox"/> |
| <input type="checkbox"/> Direction, size and spacing of all framing members | <input type="checkbox"/> |
| <input type="checkbox"/> Stairways and handrails (if proposed) | <input type="checkbox"/> |
| <input type="checkbox"/> Guardrail and rails | <input type="checkbox"/> |
| <input type="checkbox"/> If constructing a covered deck, the deck and covering must be designed and analyzed by a licensed Washington State Engineer. Criteria and calculations from the Engineer are required with prescribed details noted on the plans. | <input type="checkbox"/> |
| <input type="checkbox"/> SQUARE FOOTAGE OF DECK = _____ | <input type="checkbox"/> |

Other items may be required to be submitted for an application in order to ensure that the application is consistent with the Bothell Municipal Code.